

ALI 2001 -- SESSION #18 Thursday 7 June 1445-1530

## LIBRARIAN COMPETITIVE DEVELOPMENTAL ASSIGNMENTS: HOW TO GET THE COMPETITIVE EDGE

By the way -- I plan to have this talk on the TRADOC Library Program web site by next week -- so you only have to take one note -- web site is [www-tradoc.army.mil/dcsbos/tralinet/tralinet.htm](http://www-tradoc.army.mil/dcsbos/tralinet/tralinet.htm)

### 1. History of the program:

The first Army Librarian Developmental Opportunity Assignments funded by Army Civilian Training, Education and Development System (ACTEDS) was in 1990 with the selection of three librarians under a program entitled the Senior Librarian Development Program. The eligibility of the candidates was at the middle management level (GS12s) and one was placed at a senior school (National Defense University); one at the Army Library Program Office; and one at a major command (TRADOC). Each candidate was introduced (almost in a job shadowing environment) with operations at the various sites. Each candidate was required to work on at least one major project.

Through the next decade the program evolved into a competition which had a more open eligibility (GS-9 through GS-13) and an expanded catalog of opportunities. In the earlier years of the decade the emphasis was more on developmental assignments in institutions or with library programs (NDU, MHI, CFSC Library Program, RSIC, Pentagon) and practical library applications (e.g., Institute on Federal Library Resources, Management Development for Library Administrators, Data Communications for Librarians, etc.). By the end of the decade the offerings had expanded along with art of librarianship as it reached for the challenges of the 21<sup>st</sup> century. By FY2000, assignments included School for Scanning, Online World Conference and Expo, KM world 2000, FrontPage 2000 along with Public Library Leadership Institute and Stanford Institute on 21<sup>st</sup> Century Librarianship.

Participation has expanded from a group of three in FY90 to forty in FY2000. Candidates have come from all of our Army library communities -- academic, medical, general, and technical. They have come from near and far (George C. Marshall Center Research Library, Garmisch, Germany ; Walter Reed Army Medical Library, Washington, DC; to Torii Community Library, Okinawa).

Through the years Ms. Miriam Browning, Director for Information Management, ODISC4, and especially staff members Ms Jackie Rustigian and Ms Mary Sue Deffily have been strong supporters of the program not only obtaining funding but supplying administrative advice and guidance.

## 2. Who is eligible?

Developmental assignments are funded by the Army Civilian Training, Education, and Development System (ACTEDS) only for appropriated fund employees in Grades GS-11 through GS-15 who qualify for the Librarian Track of the Information Management Career Program 34.

## 3. Developmental Assignments

Assignments are selected or created with input from the Army Library Steering Group (ALSG) members and a call put out through the ARMYLIB LIST for suggestions. Critiques from participants are reviewed as well to determine which opportunities remain relevant.

The annual catalog of developmental assignments includes a description of the opportunity, location, dates, cost estimate, web site address for further information, and any special requirements.

## 4. Application Process:

The Army Librarian formally announces the beginning of the application process through ALSG early in each new fiscal year. Applicants are given approximately one month to complete the application forms and submit through their supervisory and command channels.

It is a perfect time to review and update your resume and CP34 ACCES registration.

Careerists may apply for up to two opportunities. It is recommended that you submit a backup application in case you are not selected for your first choice. If you do apply for two opportunities, please indicate which is your first preference on the appropriate application.

#### 4. Application Process (cont) :

During the last several years, the catalog and application forms, have been mounted on the TRADOC Library Program web page. Application information is expected to be posted on the Army Library Program web site in FY2002. Hopefully, interactive application forms will also be available in the near future.

Required application forms include:

A. Career Program-34, Information, Management, Application for Army Librarian Sponsored Training.

This form gives the applicant, supervisor, and command librarian, if applicable, the opportunity to point out why the applicant should be selected for a particular opportunity and how the experience will enhance job performance. It is available only on the web page.

B. Request for Central Funding Support - Army Civilian Training, Education, and Development System (ACTEDS)

Applicants are required to complete this form with travel, per diem, and tuition cost estimates. It is available only on the web page.

C. Civilian Career Program Qualification Record (DA Form 2302) and, if applicable, the Continuation Sheet (DA Form 2302-1-R); a federal employment application (SF171); or a resume documenting education and work experience similar to the DA2302 or SF171.

Applicants may use any of these "resume-type" forms as part of the package. These forms should be available locally and will not appear on the web page.

D. Copy of most recent performance rating (usually DA Form 7222 Senior System Evaluation Report)

A copy of this form is required to complete the application process.

## 5. Selection Process:

Although application packets are screened for completeness, it is incumbent upon the applicant to ensure that all parts are enclosed and complete. Incomplete applications may not be identified until selection begins -- at which point it is too late and the application will not be considered.

Members of the ALSG (Army Library Steering Group) and other senior librarians meet to rate and rank the application packets. They use a detailed rating sheet that takes into consideration applicability of the opportunity requested, initiative of the applicant, and implementation plans. The actual rating sheets and criteria are kept close hold.

The Army Librarian initially announces the selections via ARMYLIB LIST. She then follows up with a formal letter to the successful candidates. This letter not only states the assignment for which the librarian was selected but spells out responsibilities which make the TDY process run smoothly.

## 6. Responsibilities:

### A. Army Library Program Office --

(1) Provides fund citations and instructions for preparing TDY orders

(2) Pays tuition or registration fees. In some cases fees are paid up front -- in other instances the selectee is reimbursed via the TDY claim

(3) Provides other assistance and advice as needed

### B. Librarian --

(1) Completes an ACTEDS TDY Cost Estimate Worksheet which is sent to the Army Library Program Office at least 4 weeks prior to the scheduled TDY

(2) Completes travel orders (DD1610) using instructions and fund citation provided by the Army Library Program Office

B. Librarian (cont.) --

(3) Provides copy of completed travel orders to Army Library Program Office prior to embarking on TDY

(4) Submits travel claim within five days of completion of TDY

(5) Provides the Army Library Program Office with copies of the following:

(a) Settlement voucher and travel receipt/itinerary showing airfare

(b) If appropriate, a completed DD1556 signed by instructor, course vendor, conference sponsor to verify completion of training

( ) Training assessment form

5. Tips for completing applications:

A. Read the instructions carefully.

B. Pay attention to details. This can be the difference in having a complete application packet that can be easily rated and not being able to compete at all.

C. Start the application process early. Give yourself complete dates for the different steps in the application sequence that will allow for you to meet the application submission dates established for the competition. This will eliminate any problems that might arise if your supervisor or command librarian is unavailable during the last days of the competition.

D. If you submit two applications, indicate which is your 1<sup>st</sup> and which your 2<sup>nd</sup> choice.

E. Review your packet for completeness before submission.

F. Mail your packet on time to meet the deadline.

6. Couple of tips for a smoother assignment:

A. If your TDY involves commercial flights make sure that you use the authorized government contractor to make your reservations. This is a hard and fast rule, even if you find a cheaper price elsewhere.

B. Learn how to use FormFlow, if available on your installation, as some of the forms for both application and actual preparation for your assignment are a part of that software packet.

C. If you are in TDY areas covered by Army Lodging Success Program, you must call 1-800-GOARMY to make your lodging reservations. Some of the areas covered as of this writing are part of the Washington, DC area (to include VA and MD), San Antonio, and Hampton Roads.

D. Keep the Army Library Program Office informed of any developments in your opportunity -- e.g., cancellation of scheduled classes, non-receipt of confirmation notices from vendors, etc.

Questions?